**Phoenix Business and Workforce Development Board**

**Advancing Youth Workforce Committee**

**Youth Ambassador Workgroup Meeting Minutes**

**July 25, 2019- 1:00 P.M.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee, Youth Ambassador Workgroup was held on July 25, 2019 located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Bethany Woodard (Chair)

Charlie Boyce

Mark Carr

**Public Attendees:**

LaSetta Hogans (PBWDB Executive Director)

Christina Edwards (PBWDB Liaison)

Silvia Valadez Barba (AYWC Administrative Support)

Stacy Ramirez (YMCA Representative)

Eric Night (JFCS Representative)

Kweilin Waller (Deputy Human Services Director)

Action items taken are noted in **bold** print.

1. **Call to Order:**

The Youth Ambassador Workgroup (YAW) Chair, Bethany Woodard, called the July 25, 2019 workgroup meeting to order at 1:03 p.m. Call to order and roll call was completed by Silvia Valadez Barba and quorum of three members was present.

1. **Youth Ambassador Work Experience(WEX):**

The Youth Ambassador Workgroup (YAW) reviewed the updated WIOA Youth Services WEX policy. As a result, a conversation ensued on possible options on how to fund the Youth Ambassador WEX position.

The YAW decided to change the appointment period for the WEX from “a period of 12 months” to “up to 12 months” and decided that initially it would be for a total of 200 hours and 10 weeks. The WEX participants will be an AYWC Ad Hoc members and be involved in outreach to both the youth providers and the youth participants. This could potentially involve helping to develop a marketing plan. Additionally, rather than being a Board WEX, it will be more an introduction to government WEX. The selection process will involve the candidate participating in an interview process.

**3. Matters for Future Discussion:**

* Chair Bethany Woodard will explore the possibility of having corporate partners fund at least a portion of the WEX position. She will bring this up during the next Executive Leadership Committee (ELC) meeting.
* Deputy Human Services Director Kweilin Waller has a document that she has provided organizations who have been interested in supporting projects that the City of Phoenix is involved with, through a non-profit organization. She will provide this to PBWDB Executive Director, LaSetta Hogans, who will forward it to YAW Chair Bethany Woodard. This form will be customized specific to the Youth Ambassador WEX. Chair Woodard will use this document to pitch the Youth Ambassador WEX funding opportunity to potential corporate partners. Funding the Youth Ambassador WEX this way will allow the WEX to have more flexibility.
* Deputy Human Services Director Kweilin Waller will follow up with Human Services Department (HSD) colleagues to get an idea of projects they might have for the Youth Ambassador WEX participant to work on. This feedback could help develop the job description.
* The Youth Ambassador WEX will be added as an agenda item to the next ELC.
* Board Staff will look into what the City of Phoenix Human Resources requirements are for both interns and part-time staff.
* Chair Bethany Woodard and Member Charlie Boyce will provide Administrative Support, Silvia Valadez Barba, a date for the next YAW meeting.

**4. Call to The Public:**

YAW Member Charlie Boyce is a part of the Workforce Collaborative Arizona and invited the service providers to participate in their meetings. The next meeting is on August 8th. He will send information to AYWC Administrative Support, Silvia Valadez Barba, who will forward it to the providers.

**5. Adjournment:**

**A motion to adjourn** was made by YAW Member Charlie Boyce and **seconded** by YAW Member Mark Carr.

**Approved:** Bethany Woodard, Charlie Boyce and Mark Carr

**Opposed:** None

**Motion passed unanimously**

 **The meeting adjourned at 2:40 p.m.**